

### Timesheet Amendment Process for 2016 Ohio RNC EMAC Mission

The City of Cleveland (City) understands that the timesheet process was complex and involved many moving parts. The City appreciates the effort that was undertaken by all to comply with our process. In order to comply with our grant requirements, additional information will be required from many of the States. In order to streamline how the City would like to receive this additional information, please find below a brief description on how the City would like States to respond based on a few scenarios that have been encountered after a review of the timesheets.

As a reminder, the City will only be able to reimburse States for personnel costs up to the number of hours that have been signed off on the timesheets provided. A comparison of the names and number of officers on the timesheets to those provided on the REQ-As will be done to ensure the City is not missing any information. In the meantime, if your agency does notice anything that is missing or inaccurate, please let us know as soon as possible so that the City can address it.

If you have any questions that are not addressed within this document or something is unclear, please feel free to contact Kevin Preslan at [kevin\\_preslan@clevelandwater.com](mailto:kevin_preslan@clevelandwater.com) or (216) 664-2444 Ext. 5423. Once again, the City of Cleveland appreciates your help with this process.

#### Procedure Applicable to All Timesheet Amendments

In addition to this document, you have also been provided with an Outside Agency Amendment Verification Form. For any updates made to a daily time sheet (which includes missing signatures, missing shift times, etc.), the Outside Agency Amendment Verification Form is required to be attached at the end of the updated forms for each day an update is made. This form should be signed off by the Outside Agency OIC(s) that signed off on the timesheets during the week of the Event.

#### Types of Amendments

1. **Missing Signature(s)** – If a signature is missing on a timesheet, please have this officer sign the timesheet(s) that have been provided back to the State and put the date of the added signature(s) next to it. Your agency must also complete the Outside Agency Amendment Verification Form as stated above for each day an update is made.
2. **Missing Shift Hours** – If shift hours are missing for an officer(s), please have the officer enter the missing hours worked and place their initials and date of the update in the box along with the hours. Your agency must also complete the Outside Agency Amendment Verification Form as stated above for each day an update is made.
3. **Did Not Use Separate Sign In and Sign Out Forms** – If your State only signed one form each day and treated this form as both your sign in and sign out form, the provided Timesheet Verification Form is required to be attached to the updates being provided back to the City. This form should be completely filled out and signed off by the Outside Agency OIC(s) that signed off on the timesheets during the week of the Event.